



# Town of Port Royal

Established 1744

*“Behold Us Rising”*

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**September 19, 2017, 7:00 p.m.  
Port Royal Town Council Meeting  
Official Minutes**

Members Present: Bill Henderson, Sharon Farmer, Gladys Fortune, JP Wilkerson, Alex Long, , Vice Mayor Monica Chenault, and Mayor Jim Heimbach

Members Absent: None

Others Present Town Manager Travis Quesenberry; Town Clerk Terri Harrison; Building Official, Kevin Wightman.

Audience: Sylvia Sellers, Christy Jones, & VDOT Representative, David Beale.

The Meeting was called to order at 7:00 p.m.

A quorum was established.

Amendments to the Agenda:

Mayor Heimbach respectfully requested that the reports from both Mr. David Beale, with VDOT, and Kevin Wightman – Building Official, be moved to the beginning of the meeting to allow them the opportunity to leave after their presentations/reports. Council approved the request.

Public Comment:

Sylvia Sellers stated that she had attended the recent Pirate Festival and was very pleased with the event. She spoke especially highly of it being centered on the Town Green and not so spread out, which made it easier for attendees.

Christy Jones spoke in favor of the event, and she shared with Town Council a slide show of pictures she captured throughout the day. She felt it was a great event and said she would return again next year.

09-13-01 Report by Virginia Department of Transportation

David Beale reported that VDOT is still undergoing the Rt. 301 Corridor Study. Phase I and Phase II of the study have been blended into one phase. Forecast traffic volumes should be available in the next two months. Mr. Beale reviewed the comments provided to VDOT by the Mayor and the Town Manager relating to the study, which include, but are not limited to the following:

- ❖ Speed limit reduction to 35 MPH throughout the Town limits.
- ❖ Warning sign as you approach the town as you cross the bridge coming from the KG side.
- ❖ Citizen Cross Walk – Safety
- ❖ Storm water management.

- ❖ Ditches cleaned out and maintained

Mr. Beale stated with regard to the ditch maintenance, the Town would need to request a work order and identify specific areas. Mr. Beale also stated that the sight issue as one exits Water Street onto Rt. 301 associated with the signs blocking visibility has been resolved.

Mr. Beale stated that the work presently being done to the Port Royal Bridge has a completion date of October 7<sup>th</sup>. This is an increase of 127 days from the original completion date.

Alex Long questioned who receives the sales tax from the revenue from the bridge work. Mr. Beale stated that he will follow up to see about these funds.

Mayor Heimbach stated that once VDOT has all of their studies completed, the Town and VDOT will host a Public Information Meeting and have VDOT present information relating to the project and to respond to citizen questions.

#### 09-15-01 Discussion relating to Part III of the Virginia Uniform Statewide Building Code

Mr. Wightman, Caroline County Building Official and the Town's Building Official, reported on the difference in our present Memorandum of Agreement (MOA) with Caroline County, which is on a complaint basis as compared to the possible adoption of Part III of the Statewide Building Code. Mr. Wightman stated that it could be costly for the Town to enforce, as an individual would have to be appointed to enforce the code, and administrative staff would need to be in place for letter writing, postage, court costs, etc. Mr. Wightman's opinion was that the Town was not large enough to support the necessary infrastructure. However, he did state that the Town could adopt Part III for sections of the Town. The Council requested Kevin Wightman to speak to the County and determine if this is a service they could provide for the Town and what the cost would be to enter into this type of agreement. Mr. Wightman agreed to do some research and report back to the Town Manager.

#### 09-10 REPORTS OF MEMBERS OF THE TOWN COUNCIL

- ❖ Sharon Farmer – Bathroom Renovation – No update
- ❖ J P Wilkerson - asked the status of the Fire Programs Funds that the Fire Department was expecting from the Town. The Town Manager will follow up with the Department of Fire Programs. Mr. Wilkerson also requested information with regard to the business license issued for the auto sales lot located next to his home.
- ❖ Jim Heimbach reported that the bench in front of the Town Hall had been damaged.

**Upon motion by J P Wilkerson with a second by Gladys Fortune, Council voted to grant the decision making regarding the repair and/or replacement of the bench to the Mayor and Town Manager. Voting Aye: Henderson, Farmer, Fortune, Wilkerson, Chenault and Long and Heimbach.**

- ❖ Jim Heimbach reported that the cameras were not working properly and he has scheduled a service call to have them checked out.
- ❖ Jim Heimbach reported that he had attended a watershed advisory meeting. FEMA is conducting a study on flood potential areas along the Rappahannock River; included in the study area is the Town of Port Royal.
- ❖ Jim Heimbach suggested Council begin thinking about forming committees, there would be 7 committees - each member of Council would chair a committee and a second member of council would serve on the committee. His committee recommendations are:
  - Audit, Finance & Budget
  - Building, Ground, & Sidewalks
  - Water
  - Events & Festivals
  - Economic Development & Historic Revitalization
  - Ordinances
  - Personnel

Mr. Heimbach stated that it was his opinion that formation of said committees will help council to operate more efficiently.

Mayor Heimbach recognized on behalf of the Town Council Monica Chenault for her hours of hard work preparing for the Pirate's Day Event; it was a huge success. The Mayor presented Ms. Chenault with a card of thanks along with a monetary gift.

Monica Chenault thanked the Council for the gift. She also recommended that Council acknowledge the good work of Joe Fortune, Town Maintenance employee. Mr. Fortune worked especially hard and took off a day's work from his primary job in order to assist with set up. Ms. Chenault gave a brief report on the overall event. Bill Henderson asked for an accounting of expenses for the Pirate Festival budget. Ms. Chenault stated that all of her bills are not in to date; however, she reiterated that the goal of the Festival is to break even. She estimates at this time that the budget is approximately \$1,500.00 in the negative. (It is noted for the record that this is just an estimate, not an exact figure). Alex Long also stated that a complete breakdown of income and expense must be available for Council review.

**Upon motion by Alex Long with a second by Gladys Fortune, Council voted to authorize a bonus in the amount of \$250.00 to be given to Joe Fortune for his work, and to create a letter of commendation for Monica Chenault for her work on the Pirate Festival. Voting Aye: Chenault, Henderson, Farmer, Wilkerson, Fortune, Heimbach and Long**

#### 09-10 CONSENT AGENDA

**Upon motion by Gladys Fortune with a second by J P Wilkerson, Council voted to approve the Consent Agenda. Voting Aye: Henderson, Farmer, Fortune, Wilkerson, Chenault, Long and Heimbach.**

#### 09-11 Report of the Town Attorney:

None

9-12 Board/Commission/Agency Representatives and Public Hearings:

None

9-13 Formal Presentations and Reports:

Moved to beginning of the meeting.

9-14 Action Items:

**Upon motion by Alex Long with a second by Bill Henderson, Council voted to authorize the Mayor and Vice Mayor to issue a check to Dewberry Engineers, Inc. in the amount of \$5,088.00 for professional services associated with the Water System Improvement Project. Voting Aye: Chenault, Henderson, Farmer, Wilkerson, Fortune, Heimbach and Long**

9-15 Discussion items:

09-15-1: Moved to the beginning of the meeting.

09-15-2: The Town Manager reported to the Council that the Clerk's Office received a FOIA request from Mr. Larry Weedon and acted on this request in accordance with the Freedom of Information Act Guidelines. The Town Manager stated that the Town must appoint a FOIA Officer and secondly a Records Officer, by law.

**Upon motion by Gladys Fortune with a second by Bill Henderson, Council voted to adopt the FOIA Rights and Responsibilities and appoint Terri Harrison the FOIA Officer, and also to appoint Terri Harrison as Records Officer. Voting Aye: Chenault, Henderson, Farmer, Wilkerson, Fortune, Heimbach and Long**

9-16 Town Manager Report:

- ❖ Water Update: The Town Manager reported that the Virginia Department of Health questioned the hydrant, the concern being how much water we can take from the water storage tank. The hydrant will be removed from the design. The plans have since been revised and resubmitted to VDH. Secondly, a Title Search of the Town property had to be done. This work is completed.
- ❖ Pea Gravel for the soft launch has been approved and the cost is approximately \$250.00.
- ❖ Metrocast is selling to Atlantic Broadband effective January 4, 2018.
- ❖ There is one new business in town, The Minnow Bucket. Located on the corner of Main and Middle Street.

9-17 Information Items:

None

09-18 – Closed Session:

**Upon motion by Bill Henderson with a second by Gladys Fortune, Council entered into Closed Session pursuant to State Code Section 2.2.3711 (A)(1) to discuss personnel matters relating to Town Staff. Voting Aye: Chenault, Henderson, Farmer, Wilkerson, Fortune, Heimbach and Long**

**Upon motion by Bill Henderson with a second by Gladys Fortune, Council returned to public session and certified that only public business matters lawfully exempt from open meeting requirements by Virginia law, and only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered. Voting Aye: Chenault, Henderson, Farmer, Wilkerson, Fortune, Heimbach and Long**

**Upon motion by Gladys Fortune with a second by Alex Long, Council voted to increase the monthly salary of Terri Harrison from \$600 to \$800. Voting Aye: Chenault, Henderson, Farmer, Wilkerson, Fortune, Heimbach and Long**

Respectfully submitted,

A handwritten signature in blue ink that reads "Maile J. Harrison". The signature is written in a cursive style.

M. Therese Harrison  
Town Clerk